



# MADLINE GEORGE

GARDEN DESIGN NURSERY

We are seeking an energetic, plant-design-retail engaged, customer-focused and operations-minded individual to join Madeline George Garden Design & Nursery and lead our team in the management of its Houseplants Department. See [www.madelinegeorge.com](http://www.madelinegeorge.com) for more information about us!

Position: **Houseplants Department Manager**  
Position Type: Part-time position, 20 – 25 hours a week (Tues – Sat)  
Hourly Wage: Commensurate with experience

## Responsibilities:

- Embrace the vision of Madeline George Garden Design & Nursery and support our mission and strategies
- Provide superior customer service; develop a rapport and relationship with our customers
- Managing houseplants including: ordering and managing inventory stock within business ratios; setting pricing; managing receiving and processing credits/adjustments; merchandising stock; managing care and health of plants; planning sales events; participating in marketing plans for plants;
- Direct and participate in plant management including watering, pruning, fertilizing, pot-ups and care of stressed materials;
- Supervise and follow-up on nursery staff performance to ensure quality completion of assigned tasks within this Department including training and coaching staff on plant management;
- Serve as key sales person and resource to customers and staff;
- Prepare and analyze weekly inventory and sales reports and report to general manager;
- Participate in weekly manager meeting to discuss marketing plans and operational needs;
- Prepare weekly marketing pieces and direct display and signage;
- Assist customers with purchase of plants and materials including processing POS transactions and loading materials into customer vehicles;
- Respond to customer inquiries, process customer orders and organize materials for pick-up or delivery
- Assist in the unloading of trucks and stocking of green and hard goods
- Develop and share reliable knowledge about houseplants with our customers
- Be a creative resource to our customers using your knowledge of plant materials, gardening, design and Treasure Valley specific information

## Qualifications:

- Positive, can-do, creative, solution-oriented, team-driven attitude
- Keenly focused on customer needs and experiences as well as industry trends and innovations
- 2-5 years of experience in a retail garden center, nursery or related horticultural environment
- 2-5 years of experience with nursery stock purchasing, inventory management and vendor relationships; plant health management of houseplants;
- 2-5 years of retail customer experience in a garden center or related environment;
- 2-5 years staff supervision experience including training, coaching and ensuring expectations are met consistently;
- An exceptional knowledge of houseplants and their care in the Treasure Valley area;
- Personal experience with indoor gardening, creating, planting, tending, etc.
- Excellent attention to detail
- Ability to take and provide direction, work independently and balance multi-tasking
- Strong computer skills including experience with POS, inventory reports, Microsoft office outlook, word and excel
- Willingness to learn and become proficient with company operational and procedural standards
- Ability to lift 25 pounds and work outside in all types of weather year round
- Educational background, training, and certifications as applicable

Submit resume together with letter of introduction and interest via e-mail to Kecia Carlson at [kcarlson@madelinegeorge.com](mailto:kcarlson@madelinegeorge.com)